

Grant Committee (SOP)

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

Purpose and Authority

The Grant Committee researches, applies for, and manages grants to fund MVVCSO's programs, ensuring they meet the evolving needs of the Ranchita community. It operates under **Article VI, Section 1B** of the 2025 bylaws and **California Corporations Code § 5212**, which authorizes the Board to delegate specific powers to committees. This SOP ensures that all grant activities reflect MVVCSO's mission, legal obligations, and Northstars—community focus, transparency, inclusivity, and serving all members—while embedding best practices for ethical governance and community-driven funding.

Composition

- Composed of at least three members:
 - One Director.
 - Two Voting Members with grant writing or program management experience.
- Appointed by the Board, prioritizing diverse representation (e.g., age, language, disability) to reflect the community's needs and align with the **Unruh Civil Rights Act (Civ. Code § 51)**.
- Members must annually disclose conflicts of interest per MVVCSO's Conflict of Interest Policy.

Duties and Responsibilities

- **Grant Research:** Identify funding opportunities that align with MVVCSO's mission and community priorities, using databases (e.g., Foundation Directory, Grants.gov) and networking with funders.
- **Application Management:** Draft, review, and submit grant proposals, ensuring they reflect community input and adhere to funder guidelines.
- **Reporting:** Track grant expenditures, submit required reports to funders, and ensure accountability through detailed documentation.
- **Community Input:** Collaborate with the Community Engagement Committee to gather feedback from Ranchita residents, ensuring grants address local needs, especially those of underserved groups (e.g., seniors, low-income families).

Meetings and Decision-Making

- Meets monthly during active grant cycles, otherwise as needed.
- **Quorum:** Majority of members (two out of three) must be present to conduct business.
- Decisions are made by consensus to promote collaboration; if consensus cannot be reached, a majority vote is used.
- Minutes are recorded and publicly posted within 14 days to ensure transparency.

Reporting and Transparency

- Reports grant activities, outcomes, and expenditures to the Board quarterly.
- Publicly posts summaries of grant awards, usage, and impact at the food bank lot, community bulletin boards, and online (if available), using accessible formats (e.g., large print, Spanish translations).

Compliance and Legal Standards

- Ensures all grant activities serve MVVCSO's charitable mission per **IRS 501(c)(3)**, with no private benefit to members or insiders.
- Maintains detailed records for audits, as required by the **Nonprofit Integrity Act (NIA, Gov. Code § 12586)**, ensuring transparency and accountability.
- Ensures grant-funded programs are inclusive and non-discriminatory, per the **Unruh Civil Rights Act (Civ. Code § 51)**, with accommodations for diverse needs (e.g., language, disability).

- Complies with **California Corporations Code § 5210 et seq.** by aligning grant activities with the organization's governance and public benefit purpose.

Best Practices

- Embeds MVVCSO Northstars:
 - **Community Focus:** Prioritizes grants based on community input from public forums or surveys.
 - **Transparency:** Shares grant applications and reports proactively with the community.
 - **Inclusivity:** Ensures grant proposals reflect diverse voices and needs.
 - **Serving All Members:** Allocates grant resources equitably, especially to underserved groups.
- Implements ethical practices, such as avoiding conflicts of interest in grant selection and hosting annual grant strategy forums to foster accountability and community trust.